

Joseph H Plumb Memorial Library  
Meeting Minutes for July 7, 2025

Attendance: Shauna Makuch (vice chair), Kimberly Burt (secretary), Heather Alford, Mike King, Jane Taylor, Kristen Cardoso (Library Director). Absent: Kelley Medeiros (chair)

Meeting called to order 6:33 pm

Approval of Minutes:

- Minutes of Trustees Meeting from June 12, 2025 - Shauna opened discussion, no related discussion. Jane moved to accept minutes of June 12, 2025 meeting as written, Heather seconded. All in favor (5-0-0), motion passes.

Next meeting: July 23, 2025 6:00 pm - tentative contract review for potential hires (Youth Services/Circ Services)  
September 8, 2025 6:30pm

- Old Business
  - a. Director's Report
    - Shauna moved to open discussion. See Director's Report for full details.
    - Kristen made some updates to the programming statistics chart to better reflect what gets reported to ARIS. The new lighting upstairs is an improvement. Kristen is moving forward with the website upgrade project using the community grant received through Senator Rodrigues Empowerment Fund.
    - No further discussion, discussion closed.
  - Revised Volunteer Policy
    - Shauna moved to open discussion. The only revision made was to the last line of the first paragraph as discussed at the last meeting.
    - Jane moved to accept the Volunteer Policy as written, Mike seconded. All in favor (5-0-0), motion passes.
  - Library Assistant for Youth Services Recruitment
    - Shauna moved to open discussion. Kristen, Kelley, and Jane interviewed (6) six finalists for the position. They identified their top three choices and narrowed it down further to select a candidate that will be best suited for our library. Kristen is prepared to make an offer of employment in the next few days. Should she accept, she will be a welcomed member of the staff, bringing a significant amount of energy and experience to Youth Services. She has worked in the SAILS network and has recently completed her MLIS studies. Discussion closed.
- New Business
  - Library Assistant for Circulation Services Recruitment
    - Shauna moved to open discussion. Kristen has received several applications for the position, with her top (3) three choices coming from within the community. She has identified the most suitable candidate, a patron and well-respected member of the community, to whom Kristen is prepared to make an offer of employment to in the next few days. She is familiar with the library, has experience in the education field, and is currently seeking part-time employment. Discussion closed.
  - Renaissance Web Solutions Website Upgrade Project
    - Shauna moved to open discussion. Kristen has confirmed Renaissance Web Solutions is willing to honor their original 2023 proposal for services at \$7,995. The grant provided by Senator Rodrigues Empowerment Fund is payable to a non-profit, so the Friends of the Library will be handling the transactional portion of the upgrade. Kim asked if, because the grant was for

\$10,000 and there will be a balance of a little over \$2,000 remaining, if the Friends could support the website hosting and related fees for the first year of the contract. Kristen will look into that, as well as other ways to use the entirety of the grant. The Trustees had previously voted on accepting the proposal by Renaissance, and it will be presented to the Friends at their July 31 meeting. Shauna questioned whether the Friends will have to vote considering the grant will pay for the website upgrade and not Friends fundraising money, and if Kim and herself will need to recuse themselves from the vote given their positions as both Trustees and Friends board members. Kristen does not believe this will be a conflict but we will confirm. Discussion closed.

- Code of Conduct (2019) and Customer Behavior Policy (2013)
  - Shauna moved to open discussion. Kristen suggested the Board update the Code of Conduct as well as the Customer Behavior Policy as there are some revisions needed. Kristen will review other local libraries policies and draft a revised policy aligned to our library. Mike provided a brochure from the Cranston Public Library that could be adapted and be provided as a hand out for patrons. It is beneficial to have a separate Code of Conduct attached to the policy which summarizes the Behavior Policy for patrons to review as needed. Kristen will prepare the draft to present at the July meeting should time allow, if not the draft will be presented at the September meeting. Discussion closed.

- Sub-Committee Updates

- 1) Facilities - Mike painted the hours sign at the parking lot entrance. The library did not sustain any damage from the July 3 storm. The basement remained dry. The library was closed for the holiday (July 4-5) so power outages did not impact patrons. Power was restored promptly and the library was able to operate as usual come Monday opening.
- 2) Finance - Final figures have not been provided by the Town as of yet, but Kristen is confident she spent down the categories. Jane is impressed with Kristen's budget managing abilities and appreciates her adaptability in moving budgeted amounts to keep the library's FY budget flowing.
- 3) Personnel - No updates, looking forward to filling the (2) two available positions with a tentative start date of August 4 for both candidates.
- 4) Policy - Pending revisions to Code of Conduct/Customer Behavior Policy - it is suggested to rename policy to Patron Behavior Policy.
- 5) Friends - Friends raised \$248 at the rodeo. They will have a table for 3 more rodeo events. They have set the date for their fall book sale and Savers FUNDrive. They will be hosting a yarn, fabric, and craft sale in August. Donations are beginning to roll in for the yarn sale.
- 6) Strategic Planning - no updates
- 7) Summer Programming - SRP is going well, programs are successful. Rochester Lions made a donation of \$500 which should defray the cost of the annual end of program ice cream party at Captain Bonney's. Shauna has done a great job of spearheading and assisting library staff in executing programs.

- Correspondence

- a. No correspondence at this time.

Shauna moved to adjourn the meeting. Heather seconded. All in favor (5-0-0). Meeting closed at 7:54 pm.

Submitted by Kimberly Burt, Secretary